

# City of Long Beach Planning Commission

## *Sign Design Review Checklist*

Please complete this sign checklist to ensure all relevant information is provided to the Planning Commission and City Council. This Checklist is required to be submitted with detailed drawings for your proposed sign. Without this checklist and attached drawing the Planning Commission and City Council may be unable to approve your project.

Applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Sign Text: \_\_\_\_\_

Type of Business \_\_\_\_\_

Please provide the following information and attach a drawing of the sign.

(a) Zoning District of sign. \_\_\_\_\_

(b) Address/location of building  
that sign is associated with. \_\_\_\_\_

(c) Type of Sign (circle). Wall sign, flag sign, freestanding sign,  
monument sign, reader-board sign,  
multiple tenant sign.

(d) Location of Sign on property  
and/or building. \_\_\_\_\_

(e) Height of Sign above ground. \_\_\_\_\_

(f) Type of characters, lettering,  
and numbering or is the  
Sign commercially made. \_\_\_\_\_

(g) Sign Materials. \_\_\_\_\_

(h) Sign square footage, if more  
than one sign, add all signs up  
(measure outside of frame). \_\_\_\_\_

(i) Does the sign have external  
Lighting? \_\_\_\_\_